

ANG Nationwide AGR Vacancy Announcement

STATE OF WYOMING MILITARY DEPARTMENT

Office of the Adjutant General

5500 Bishop Boulevard

CHEYENNE, WYOMING 82009-3320

07 May 2007

1. Announcement is made of the following AGR Job Vacancy:

Position Title: Production Recruiter
Announcement No: 07-90
Closing Date: 06 June 2006
Max Grade Authorized: Maximum grade available is E-6. Minimum grade required is E-4. Enlisted members exceeding the maximum grade requirements would be required to take a voluntary demotion to the grade of E-6 prior to accepting this position.
Duty Location: Cheyenne, WY (The individual selected may be required to live and/or commute to either Ft. Collins, CO and/or Casper, WY if one of these two satellite recruiting offices become the assigned duty station.)
Nominating Official: MSgt Jeffrey S. Fry, Recruiting Office Supervisor
Position Data: FAC FMSR-16B100 POSN 0828060
Compatibility Criteria: AFSC: 8R000 - See second page of announcement, "Initial Eligibility Requirements" for more information.
Area of Consideration: This vacancy announcement is open to all active members of the Wyoming Air National Guard as well as current/previous members of the US Armed Forces. *Must already have 5 skill level in any AFSC

NOTE: Selected applicant must attend and successfully complete the Basic Recruiting Course to retain this position. This position is a temporary two-year additional Production Recruiter position offered by ANG in support of the Airlift Wing's aggressive recruiting efforts to bring the AW to a 92% manning status.

2. **Qualification Requirements:** Individual must possess a SECRET clearance prior to assignment to this position. Failure to obtain this clearance may result in removal from the AGR program. Must be medically/physically qualified under AFI 148-123 and meet fitness and weight standards under ANGI 40-502. Must have normal color vision. Compliance with AFI 36-2903 is mandatory. Must meet eligibility criteria as prescribed in ANGI 36-101. Must be able to complete a minimum of 5 years in AGR status prior to mandatory removal date. This provision may be waived by the National Guard Bureau (NGB). Female applicants selected for AGR positions must be tested for pregnancy within 30 days preceding initial entry in to the AGR program; pregnancy precludes entry. Must be able to complete a minimum of 20 years of active Federal service prior to mandatory separation date to be eligible for an AGR retirement. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in Attachment 2 of ANGI 36-101.

3. **Description of duties and responsibilities:** Assist the ANG Recruiting Office Supervisor in the planning and organizing of recruiting activities. Analyze industrial and population content of communities to determine the requirements for recruiting programs. Develop and maintain long-term contacts with representatives of civilian organizations, high schools, and local reserve and active duty units of the Armed Forces, and the general public. Implement approved recruiting programs to meet Air National Guard and public needs and interests. Establishes contacts with interested prospects through the use of the news media, local advertising and referrals. Improves techniques for disseminating recruiting information in the local community. Maintains full familiarity with events and facts concerning benefits for Air National Guard personnel. Reports unfavorable publicity or conditions that might result in unfavorable public reaction. Coordinates with responsible sections to ensure prospects are properly scheduled for physical examinations, ASVAB tests, enlistments, etc. Coordinates with educational facilities to ensure proper information assistance requests are fully complied with. Coordinates formal presentations to members of the news media, educational institutions,

public service organizations and other organizations upon request. Conducts COI events to include installation tours for members of the civilian community. Makes personal contacts with prospective enlistees to present overall opportunities the ANG has to offer. Follows up on all contacts regardless of the source. Convinces qualified people to join the ANG. Must maintain locally established recruiting production standards to meet state/unit strength requirements and WYANG initiatives. Must be familiar with officer selection programs IAW AFI 36-2005. All officer leads should be coordinated with the Director of Personnel. Must be familiar with unit recruiting operations plan to include goals and objectives. Assist in the scheduling and briefing of Basic Military Training briefings for new enlistees. Performs other duties as assigned.

4. Individuals must apply by submitting the following documents to:

Human Resources Office
5500 Bishop Blvd.
Cheyenne, WY 82009-3320

NGB Form 34-1 - Application for Active Guard/Reserve (AGR) Position (must be signed and dated)

RIP - Records Review RIP - (Obtained from your unit, vMPF or the Military Personnel Flight)

5. Applications not containing the required forms will not be considered. Human Resources Office Point of Contact: 2d Lt James Tschacher, (307) 772-5205, email: james.tschacher@us.army.mil Faxed/emailed applications **WILL** be accepted to accommodate deployed members only. Do not submit application material in binders, file folders, etc.

The Military Department of Wyoming is an Equal Opportunity Employer.

HOW TO APPLY

Interested applicants who meet the eligibility requirements listed below may apply by submitting a NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position) and a RIP (Report on Individual Person) to the Wyoming National Guard, Human Resources Office (HRO), 5500 Bishop Blvd, Cheyenne, WY 82009. Packets received without the required forms will not be considered or forwarded to the selecting supervisor. Applicants must type or print in legible dark ink and SIGN AND DATE each application. Failure to sign and date the NGB Form 34-1 will result in non-consideration and will not be forwarded to the selecting supervisor. Applications will only be accepted if they are physically received in the Human Resources Office (HRO) by 1630 hours on the closing date of the vacancy announcement. Along with the NGB Form 34-1 and RIP, applicants may attach documents such as DD Form 214, Completion of Training Certificates, Letters of Recommendations/Endorsements, Resume, copies of the last 3 performance appraisals if applicable, etc.

INITIAL ELIGIBILITY REQUIREMENTS

1. Applicant must be a member of the Wyoming Air National Guard; or eligible to join.
2. Applicant must not have been previously separated "for cause" from active duty or a previous AGR tour.
3. Applicant must be medically qualified under the provisions of AFI 48-123. An induction physical must be conducted not more than 24 months prior to entry on AGR duty. An AF Form 895 must be completed if physical is more than 30 days old. HIV test cannot be more than six (6) months old prior to the tour start date.
4. Any applicant on the ANG Weight Management Program is ineligible for entry into AGR status. This does not include the probationary period after the loss of weight to satisfy standards. Applicants must meet the height and weight requirements at the time they are placed on the AGR program.
5. Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Overgrade applicant must indicate in writing, willingness to be administratively reduced in grade when assigned to the position.

6. This position requires a minimum score of 30 in the “General” area of the ASVAB.

7. Tour length will be 2 years; this is a TEMPORARY tour that may or may not be extended.

8. IAW ANGI 36-101, paragraph 2.1.3.7, applicant must be able to complete 20 years of active federal service prior to MSD. Exceptions may be considered by ANGRC/DP on a case-by-case basis for exceptional circumstances. Approval will be limited to one five-year tour. Extensions will not be considered. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in Attachment 2 of ANGI 36-101.

9. Applicants receiving or eligible to immediately receive a federal retirement annuity or a state annuity for service as National Guard technicians are not eligible for entry on an AGR tour.

10. Members must remain in the position to which initially assigned/reassigned for a minimum of 12 months. AGRs who have not been in their current position for a minimum of 12 months are ineligible to apply.